

**INTERNATIONAL STUDENT DEPARTURE FORM**

Federal SEVIS regulations require students in F1/ J1 status to notify the International Student Service Center when they are completing or taking a leave of absence from their studies or program.

Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_  
(Please Print)

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Major: \_\_\_\_\_ Completion Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Degree Sought: \_\_\_\_\_ Bachelor's  
\_\_\_\_\_ Master's  
\_\_\_\_\_ Other

Place an "X" next to the option that best indicates your reason for departing from the College:

- \_\_\_\_\_ Graduation: I will not be applying for Optional Practical Training (OPT).
- \_\_\_\_\_ Completion of Program: I will not be applying for Optional Practical Training (OPT).
- \_\_\_\_\_ Termination of Studies/Withdrawal/Leave of Absence\*  
\*Please provide an explanation of why you will be ending your studies prior to completion of program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I plan to return to my home country \_\_\_\_\_ Date of Departure: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Please provide with this form a copy of your flight ticket) Month Day Year

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If you will be graduating, you must also attach the Receipt for Graduation obtained from the Registrar's Office, which states your intention to graduate.*

**For Office Use Only:**

ISSC Action: \_\_\_\_\_ Date: \_\_\_\_\_ DSO Initials: \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ATTACHMENTS TO THE INTERNATIONAL STUDENT SERVICE CENTER  
151 East 25<sup>th</sup> Street, Box H-730, New York, NY 10010**